



Dear Community Event Coordinator:

All citizens are welcome to utilize public property including City facilities and certain City streets for community events. ***Arrangements for usage of general public places must be made through a community events application submitted to the City Manager's Office no less than 45 days prior to the event.*** Information including an application can be accessed on the City's website at www.wichita.gov under the City Manager's Office page or requested from this office. Applications may be submitted through e-mail, postal mail, or delivered to the City Manager's Office.

The application details will be reviewed by an interdepartmental committee within two weeks of receiving the application. Department representatives will then contact the applicant to address any concerns. Priority issues include security, notification of affected residents, street closures, and other issues outlined in detail in the attached Community Events Arrangements information. Staff contacts and phone numbers are included in the information for consultation.

The City reserves the right to deny closure of streets that may create undue hardships on traffic flow and/or public safety. Such denials may be appealed to the City Council.

Please read carefully through the information provided in the attached packet. In order to make your event successful, it is imperative that your application is complete. Please submit your completed application to me at dlbrown@wichita.gov. If necessary, mail to:

CITY MANAGER'S OFFICE
City Hall – 13th Floor
455 N. Main
Wichita, KS 67202

The City wishes you well in your coming event. Please do not hesitate to call the Manager's Office at 268-4351, or any of the staff contacts with questions.

Sincerely,

Dana Brown
City Manager's Office



COMMUNITY EVENT ARRANGEMENTS

Community Event arrangements are required by the City of Wichita in order to provide public health, safety, and security for persons attending the event. Each event promoter or coordinator is required to arrange the necessary accommodations for the particular event, such as security officers, portable restrooms, and trash service in an adequate number as reasonably determined by the procedures set forth. All vendors must be properly licensed and inspected. The event coordinator shall also be required to obtain, place and remove barricades to close streets in accordance with requirements of the City. Such services will be provided without cost to the City of Wichita or its agencies.

Applicant is requested to submit a completed copy of application by e-mail and fax all attachments at least 45 days in advance of the event date. The application may also be mailed, faxed to 268-4519, or delivered to the City Manager's Office. The City may deny reviewing any application submitted less than 45 days in advance.

If you are applying for use of a designated park area, please contact the Park & Recreation Department at 268-4361 for their application form.

If you are applying for use of an area of Old Town including the plazas, please contact City Arts at 337-9088.

1. Site Map

A Site Plan/Map and Event Notice **must be attached**. The Site Plan/Map shall include: (1) barricade locations; (2) vendor locations; (3) portable restroom locations; (4) trash receptacle locations; and (5) streets requested for closure.

2. Security Plan

Security requirements for the event, especially when streets are closed, shall be determined in coordination with the Wichita Police Department's "Guidelines for Estimating Crowd Control Workforce." The Event Promoter will be required to hire off-duty **Wichita Police Officers** in addition to any other security the promoter provides on the event site. **Approval by Police Department is required prior to proceeding with other arrangements.**

3. Trash Receptacles

The number of trash containers **shall be based upon industry standards for sanitation and public convenience** and will include consideration of the type of food and packaging. Typically, one (1) container for every ten (10) people is requested but may be adjusted according to other factors such as length of time, food offered, etc. for event. Trash service will include servicing during an event of four hours or more and picking up of all trash and debris

left after the event. Trash containers may be located only in areas approved by the City. Public property shall be left at least in the same condition as received by the event promoter.

4. Portable Restrooms

The number of portable restrooms **shall be based upon industry standards for sanitation and public convenience.** Typically one (1) portable is needed for every 50 people. The plan must provide for service during the event if planned for four hours or more. Portable restrooms may be located only in areas designated and/or approved by City Staff.

5. Food Vendors

Food vendors must be licensed/inspected through the Environmental Health Department. **A list of vendors must be submitted with the Special Event Application.** (Environmental Health - 268-8351)

6. Traffic Flow Plan

Please attach the traffic flow plan or include as a part of the site map. **The traffic flow plan should include any information that will impact the flow of traffic,** such as requested street closures; route for parade, run/walk; or any other request impacting the flow of traffic.

The event coordinator is responsible for obtaining/placing barricades to close streets in accordance with requirements of the Police, Fire and Public Works Departments. Barricades may be borrowed from Park Maintenance, subject to availability and to the event promoter picking them up and returning them. **NOTE: Only temporary street markings are allowed and must be removed immediately upon completion of the event.** (Police at 268-4131; Public Works-Traffic at 268-4598; Fire at 268-4441, Park Maintenance 337-9225)

7. Permits/Licenses

The event promoter shall be **required to obtain all permits, licenses and certificates** and pay such fees as may be required by the City or State. The event promoter shall be responsible for compliance with beer and liquor laws (special event licenses) as well as all other laws and ordinances in the conduct of the event. (License at 268-4553)

8. Park Facilities

Arrangements for park boulevards, park shelters, portable stage and/or any other park facilities/equipment **must be made directly with Park Recreation.** (Park Department at 268-4361)

9. Old Town

CityArts must approve arrangements in the Old Town area and use of the Farm and Art and Old Town Plazas and public parking lots. (City Arts 337-9088.)

10. Certificate of Insurance

The event promoter shall be required to **maintain insurance reasonably acceptable to the City covering all aspects of the event** in a minimum amount of \$500,000 public liability insurance and \$50,000 property damage insurance, in addition to other insurance as required by law. The insurance policies must include the City of Wichita and its agencies as additional insurance.

11. Noise Level

The event coordinator shall be required to ensure that sound levels do not exceed levels specified in City Code for Noise, Chapter 7.41, as appropriate for the event location and its area. (Maximum noise levels allowed in City Code are lowest from 10:00 p.m. to 8:00 a.m., and vary according to the zoning of the site & area, i.e., residential, commercial. See City website, www.wichita.gov -**City Codes/Public Health/Noise-Chapter 7.41**). **The promoter will respond in a prompt and effective manner to the requests of city representatives concerning the sound level.** The Wichita Police Department and other authorized representatives of the City shall have the authority to close or cancel musical performances or events upon substantial or repeated violations.

Public property sites designated for events that will generate loud noise or maximum sound levels to maintain peace in the neighborhoods include the following:

Downtown

West Bank Stage	Lot between Lewis & Waterman (E. of WIBA)
Lot south of Boathouse	Parking lot 6 south of the Hyatt

Outlying Areas

South Lakes	Chapin Park
Grove/K-96 Park	Planeview Park
Emory Park	Linwood South Park
McAdams Park	Stryker Complex (29 th & Greenwich)
Buffalo Park (limited parking)	Pawnee Prairie/Tex Consolver GC parking lot

12. Event Times

The cut-off time for all events shall be 10:00 p.m. and the event coordinator is specifically responsible for compliance. The City Council has the right to waive the cut-off time for occasional and special events of community-wide interest, upon showing the need for such waiver. The promoter shall at all times be responsible for compliance with laws and ordinances regulating events.

13. Miscellaneous

No excavation shall be made on public property or objects/promotional items placed or attached to public property except as expressly approved in writing (or by permit). The event coordinator shall be required to abide by such other requirements as may be reasonable for the approval of the application.



COMMUNITY EVENT APPLICATION FOR USE OF PUBLIC PROPERTY

Please complete the application to request use of public property for an event according to procedure directions titled *Community Event Arrangements*. All associated information must be included and attached to application.

EVENT TITLE: _____

Date(s)/Time of Event: _____

Date(s)/Time of Street Closures: _____

List of Streets to be closed (*Example: McLean from Maple to Douglas*):

Location of Event:

Event Promoter Contact Person:

Mailing Address:

E-mail Address:

Phone: Business

Home

FAX: Business

Home

Type of Event - circle/check the appropriate description of the event.

Parade

Fireworks

Fair

Dance

Walk/Run

Other (Please explain)

Please provide requested information and make necessary arrangements with City Department for all applicable components of the event. (If an area below is not applicable, please indicate with NA.)

1. Site Map

A Site Plan/Map and Event Notice must be provided. The Site Plan/Map shall include: (1) barricade locations; (2) vendor locations; (3) portable restroom locations; (4) trash receptacle locations; and (5) streets requested for closure, labeled on the streets and listed on the map page.

2. Security Plan

The security plan should include hiring off-duty public safety officers. Please attach a copy of the plan. The plan MUST be approved by the Police Department, Special Operations, 268-4132.

3. Traffic flow plan

Please attach the plan for traffic or include as a part of the site map.

4. Trash Receptacles

Provider:

(See phone directory yellow pages for vendors.)

5. Portable Restrooms

Provider:

(See phone directory yellow pages for vendors.)

6. Food vendors licensed/inspected by Health Department.

Please attach a list of vendors contracted.

7. Permit or License

Application must be submitted with Special Events Application, if applicable—268-4553. Contact the following for the specific permit/license.

Permit/License

Tents (number and size)

Banners/signs

Vendors/Stand Permits

Carnival

Beer/Liquor

Fireworks

Parade

Issuing Office

Office of Central Inspection (7th Floor)

Office of Central Inspection (7th Floor)

Office of Central Inspection (7th Floor)

License Office (12th Floor)

License Office (12th Floor)

License Office (12th Floor)

License Office (12th Floor)

8. Arrangements for Park Facilities

To be made directly with Park Department 268-4361.

9. Arrangements for use of public parking lots

To be made directly with the Property Management, 268-4436.

10. Certificate of Liability Insurance

Attach with application.

Insurance Company/Provider:

Please submit the completed application and requested attachments to indicate the necessary arrangements are completed with applicable City Departments. City Manager staff will obtain verification of approval from each department.

For Staff Review/Approval

Site Map

APPROVED:

Security Plan

APPROVED by Special Operations Bureau (268-4131)

Food Vendors

APPROVED by Environmental Health (268-8351)

Traffic Flow Plan

APPROVED by Public Works Traffic Engineering (268-4598)

APPROVED by Fire Department (268-4441)

ACKNOWLEDGED by Wichita Transit (265-1450)

Park Facilities

APPROVED by Park Department (268-4361)

Public Parking Lots

APPROVED by Property Management (268-4436)

****The City may refuse any application submitted less than 45 days of the event or without all information requested.***